



Become part of our SWARCO team as

Account Management Coordinator

Location: Leicester, United Kingdom | Full time

Your Challenge

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We have an exciting opportunity for an Account Management Coordinator, to join our Sales, Bidding and Estimating team based in Leicester. **Please note this is an office based/hybrid role where you will be expected to be in the office at least 3 days per week.**

Key Responsibilities

- Oversee the management of Business to Business product sales function (Channel Sales)
- Manage key customer accounts daily, and act as the primary point of contact between key customers & Swarco
- Support the Head of Systems Sales with proposals for migration opportunities and software support renewals
- Liaise between Swarco and key suppliers on order progress and delivery
- Production of quotations to customers
- Follow up proposals made to customers on behalf of various sales teams with the aim of successfully closing the opportunity

Your Profile

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- Experience of customer account management
- Experience of producing cost proposals
- Basic commercial and financial awareness, Margin / Markup, price indexation
- Proficient with MS Office applications, particularly Excel
- Confidence in speaking with customers and discussing pricing and technical queries (full product training to be provided)
- Excellent attention to detail
- Right to live and work in the UK

Your Benefit

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As well as providing a competitive salary and benefits package, we actively run employee opinion surveys as part of our drive to provide a comfortable and supportive working environment. We will support your development and you will also receive:

- Competitive Salary
- 25 days holiday rising to 28 days with bank holidays in addition, plus the option to buy agreed number of

days

- Your birthday off
- Employee discount scheme with discounts online, in high street stores, cinema, holidays, restaurants and many more
- Generous employer pension contributions
- Employee Assistance Programme
- Life assurance up to 6x salary

Interested?

- Please apply by clicking on the apply button
- **Applications are shortlisted on a rolling basis, and we reserve the right to interview and appoint before any advertised closing date. We therefore, encourage you to apply at the earliest opportunity to avoid disappointment. Applications received after the closing date will not be processed.**
- We have a responsibility to ensure that all employees are eligible to live and work in the UK, therefore successful candidates must have the right to work in the UK by the start of their employment. We are an equal opportunities employer.
- *Agencies, please note, that should we require recruitment agency involvement, we will contact the agencies on our PSL; we would ask that you respect the relationships we have already built with these suppliers. If an agency submits an unsolicited CV to any partner or employee of our company for a role we have not actively engaged with you on, you should be aware that they have no authority to enter into an arrangement with you and we will consider the CV a gift! We will not be liable for any payment you charge in relation to it.*

#LI-GB1

Become a part of SWARCO. We look forward to receiving your comprehensive application via the online tool.

Apply now

SWARCO UK & Ireland Ltd

Centurion Way
Meridian Business Park
Leicester
Leicestershire
LE19 1WH +44 (0)116 282 8500

Information on processing of your personal data is available [here](#).